

Job Title:

NON-CLASSIFIED – Sergeant-at-Arms

Closing Date/Time:

Tues. 11/21/17 11:59 PM Mountain Time

Salary:

\$128.00 Daily

Job Type:

Seasonal

Location:

Denver, Colorado

Department:

General Assembly – Senate

Body:

This is a non-classified, seasonal position, and is not accepting online applications. Please refer to the Supplemental Information section of this announcement for application instructions.

The Colorado State Senate is seeking qualified applicants for seasonal employment during the upcoming legislative session, which runs from January 10 through May 9, 2018.

Salaries start at \$128 per day.

Senate Services staff positions are strictly non-partisan and employees work directly for the Secretary of the Senate. Senate employees may be required to work beyond typical office hours with little advance notice. During the legislative session, Senate employees work as a cohesive unit and are expected to assist with their colleagues' workloads as directed by the Secretary.

Professionalism and attention to detail are essential.

A successful candidate is expected to commit to a full-time schedule, five days per week, throughout the duration of the legislative session. While the positions are seasonal, employees who perform well during their initial period of hire may be asked to return on a recurring basis each year.

Description of Job:

The Senate Sergeant-at-Arms is responsible for maintaining order and decorum in the Senate chamber and in Senate committee hearings.

Sergeants enforce Senate rules, observe protocol, monitor legislative proceedings and on-site parking, and perform other duties as assigned. Sergeants act as liaisons between the Senators, the public, building security, and legislative staff while the Senators are performing official duties within the Capitol.

Applicants must have excellent verbal communication skills and exercise good independent judgment while operating in a team environment.

Minimum Qualifications, Substitutions, Conditions of Employment & Appeal Rights: N/A

Supplemental Information:

Salaries start at \$128 per day.

Please respond by 11:59 PM Mountain Time on Tuesday, November 21, 2017.

Applicants should submit a resume, cover letter, and at least three (3) work references via email addressed to Morgan Speer, at morgan.speer@state.co.us. Please include the position title for which you are applying in the subject line. If applying to more than one position, submit a separate email for each position for which you wish to apply.

NO PHONE CALLS

EOE